

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, March 26, 2019

9–11 a.m.

Travis Building, Room 1-100

I. Welcome (Andrea Smith)

- This is a webinar through Webex.
- User group meeting materials will be posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 03/26/19** document was reviewed.
 - In February, there were 715 active SRs with 146 in high priority status. There were no critical SRs.
 - As shown in the Trend chart, there were 577 SRs opened and 541 closed in February. Contributing to the SRs opened was activity related to HUB agencies quarterly attestation.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 03/26/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - For the SRs listed below the system testing has failed. Accenture plans to re-work the issue and create solutions for the various security role and permissions related to the PM module.
 - SR 7972
 - SR 7974
 - SR 10847, Part B
 - This project was re-prioritized until after the OCI_PRD deployment. We are still on track for the estimated target implementation date for this project, which is mid-May.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 03/26/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 9993 CAPPS has elected to defer at this time. There may be an alternative change, therefore this may not be needed after it is implemented. More information to come on this SR at the next user group meeting.
 - SR 10884 is now completed.
 - SR 18840 is in development and is near completion.

III. Production Update: FMLA Updates & Timeline (Andrea Smith)

- The CAPPS Production Support team is working on a major overhaul of how Family Medical Leave Act (FMLA) is managed in the CAPPS system, making FMLA tracking easier for both administrators and employees.
 - A few short-term changes have already been made to certain reports and pages.
 - CAPPS continues to rebuild FMLA with the Go Live date in May. More information and special training to be reviewed at the next user group meeting.

IV. Production Update: OCI UAT & Updates (Chelsa Vinklarek, Ivan Mazoch)

- The **CAPPS OCI Migration Updates PowerPoint 03/26/19** presentation was provided to participants.
- The CAPPS OCI Project is on time and schedules to deploy to Production on April 1, 2019.
- The transition will occur over the weekend of March 29. Downtime for that weekend has been communicated via the CAPPS Communications process.
- All CAPPS Production Environments will be down from Friday, March 29 at 5:00 p.m. until Monday, April 1 at 7:00 a.m.
 - The Recruit and Learn modules are hosted via Oracle and are not directly impacted by the OCI migration.
- CPA is retiring its current Electronic File Transfer (EFT) server and replacing it with new high-volume EFT servers.
 - Testing begins March 11 with a Go-Live planned for April. The current server will be fully decommissioned on May 1.
- Key Impacts to Agencies:
 - All environment URLs are changing.
 - All bookmarks need to be reset.
 - All favorites are purged because the URLs that they are based on will be removed/changed to the new OCI URLs.
- Agencies are responsible for communicating the new URLs to their agency's staff. The CAPPS Portal page states the new URL instead of using a redirect. The URL was sent out to all Level 1 Support Staff for your agency to share.
- The CAPPS system will look and function the same after the datacenter migration to OCI. Users should not see a difference besides the change of URLs.
- CAPPS access will not work on Internet Explorer 11. Use Chrome or Edge instead.
- Ensure all agency employees know to clear their cache before using new the URL.
- Data, security and all else remains the same for the OCI switch. The URL and the behind-the-scenes provider are the only things changing.
- Ivan Mazoch is the primary point of contact for this project.
 - Questions or concerns may be submitted via an Information SR in the ASP Solution Center, or email capps.cpa.it.team@cpa.texas.gov.
 - For SRs, be sure that the first word of the Short Description is "OCI" – this ensures it gets routed correctly and quickly reaches Ivan's team.

V. Project Update: CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard (Rusty Charlton)

- The ***CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard 03/26/19*** document was reviewed.
- The project is green and on track. Fourteen agencies will deploy this year.
- The code change date is July 08, 2019. The implementation date is July 15, 2019.
- Key items in the next 30 days:
 - Mock 4 conversion is complete today. The Mock cutover begins next week.
 - This week, the team is in the middle of System Test phase 2.

VI. Project Update: CAPPS Fiscal 2019 Recruit Agency Deployment Project Dashboard (Martin Dassi)

- The ***CAPPS Fiscal 2019 Recruit Agency Deployment Project Dashboard 03/26/19*** document was reviewed.
- The project is green and on track.
- The implementation occurs in two releases – the first on March 25 and the second on May 15.
- Key items in the next 30 days:
 - Release 2 is at 90% completion and completes by the end of the month.
 - Release 1 Deployment is in progress.

VII. Upcoming Meeting

- Tuesday, April 23, 2019, in the Travis building, Room 1-100.